



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

September 14, 2015

Closing Date: September 18, 2015

(Position will close after five working days from date of listing or until filled.  
Application review will begin on September 21, 2015).

Title: ADMINISTRATIVE SPECIALIST III

Position Number: 2212-9081

Grade: C112

Education Renewal Zones (ERZ)

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### **DUTIES:**

This position will perform administrative duties needed to maintain office by coordinating reoccurring administrative duties, communications to ERZ partners, updating ERZ maps and sending approval and other communication to existing and new ERZ partners; technical assistance and support are provided to ERZ director and two technical assistance specialists; advise the ERZ director of the budget including fund balances in a timely and accurate manner; facilitate accurate and timely payments of obligations such as grants, professional development and materials and supplies/equipment; edit ERZ conference materials, report forms and other relevant communications; maintain written and computerized ERZ resources including strategic plans and annual reports, maintain ADE/ERZ web site and coordinate the web site for ERZ partnerships/projects located at institutions of higher education. This position will also directly assist the Director of Education Options, which oversees Schools of Innovation, Home School and Coordinated School Health.

### **SPECIAL REQUIREMENTS:**

Successful applicant must have good verbal and written communications skills; willingness to work with all division staff; knowledge of Microsoft Word and Excel software; ability to operate standard office equipment: fax, calculator, computer, copier, etc.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **ALL APPLICANTS MUST SCHEDULE TO TAKE THE REQUIRED SECRETARIAL SKILLS TEST.**

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [Arkansased.gov](http://Arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.